

United States Army Japan Merit Promotion and Placement Vacancy Announcement		雇用の種類/Employment Type MLC	施設名/Location キャンプ座間/Camp Zama
空席告知番号/Announcement Number MLC(III)14-086-01 *Re-Announcement*	募集期間/Opening Period 4 Jun 14~17 Jun 14	募集範囲/Area of Consideration すべて/All	
職種名・職種番号・基本給表・等級/Job Title, Job Number, BWT, Grade Interpreter/Translator, #103, BWT 1-5/1-6 *下記要求される雇用条件参照のこと/ See below CONDITIONS OF EMPLOYMENT.			基本給/ Basic Wage BWT 1-6: ¥222,600 (BWT 1-5: ¥207,100)
部隊名/Organization Language Support Div. G5, USARJ		勤務時間/Work Schedule 週 40 時間制/Hours Per Week (0800 ~ 1645) <input checked="" type="checkbox"/> 月/M <input checked="" type="checkbox"/> 火/Tu <input checked="" type="checkbox"/> 水/W <input checked="" type="checkbox"/> 木/Th <input checked="" type="checkbox"/> 金/F <input type="checkbox"/> 土/Sa <input type="checkbox"/> 日/Su <input type="checkbox"/> 変則勤務/Irregular Shift Work	
Those who have applied for MLC(III)14-086 do not need to resubmit the application.			
応募時に提出するもの/ Documents Required to Apply (Applications and Other Documents)			
<p>* ご応募に際して、注意事項（http://www.usagi.jp.pac.army.mil/gojjobs/howtoapply_jp.aspx）を必読ください。また申請用紙も同ページより入手してください/ Please click on the above URL and read the website. The application forms are available at the website.</p> <p>**USFJ Form 196aEJ, resume of work experience, and licenses/certificates or other documents necessary to demonstrate your KSA and qualification should be included in complete application package for consideration.</p> <p>USFJ フォーム 196 aEJ、職務記述書、資格・証明書、その他 KSA を証明する書類など、すべてが揃って初めて応募書類一式として有効となります。必要な情報はすべて記入してください。</p>			
申請用紙 / Applications : <input checked="" type="checkbox"/> 履歴書/USFJ FORM 196aEJ <input checked="" type="checkbox"/> 職務経歴書 / Resume of Work Experience <input type="checkbox"/> 質問状 / Questionnaire (該当する場合は、この空席広報最終ページに質問状 (別添) があります / If applicable, the sheet of Questionnaire is attached at the last page of this vacancy announcement) * 旧申請用紙(AJ Form 1021)での提出は無効です/Submission of Application in AJ Form 1021 is invalid.			
申請用紙の記入言語 / Language to complete applications : <input checked="" type="checkbox"/> 英語/ English <input type="checkbox"/> 日本語/ Japanese <input type="checkbox"/> 日本語 (英語での記入も可) / Japanese (English is acceptable as well) <input checked="" type="checkbox"/> ALCPT、TOEIC、TOEFL、英検のスコアの写し/Copy of ALCPT score, TOEIC score, TOEFL score or EIKEN score. <input type="checkbox"/> 日本の運転免許証の写し/Copy of Japanese driver's license <input checked="" type="checkbox"/> 最高学歴の卒業証明書の写し/Copy of diploma of highest education completed. <input type="checkbox"/> その他/Other			
応募方法/To Apply <p>上記の書類を締切日までに担当の人事課まで郵送してください。</p> <p>締切日の午後 3 時必着。ファックス、電子メール及び宅配便での応募は受理できません。</p> <p>提出された応募書類は返却いたしません。</p> <p>記載漏れや必要な証明書、署名等の不備がある、あるいは締切時間以降に届いた応募書類は、審査不可となります。</p> <p>記載内容に虚偽の申告があると認められたときは応募が無効となります。</p> <p>Mail the application to the office shown in the bottom of this form along with necessary documents specified above.</p> <p>Application must be received no later than 1500 on the closing date. Applications sent through fax, e-mail and/or delivery dealers except Japan Post Co., Ltd. are not accepted.</p> <p>All submitted documents will not be returned. Incomplete applications (applications without signature, required information or certificates/documents) and applications not meeting the suspense time and date will not be considered.</p> <p>Applications, if found with false statements, are invalid.</p>			
提出先 宛先 〒252-0000 神奈川県座間市 キャンプ座間 Bldg 102 G-wing 宛名 在日米陸軍 IMJN-JER 日本人事務所 雇用課 MLC(III)14-086-01		Submit To Address: Bldg 102 G-wing, Camp Zama Zama-shi, Kanagawa-ken 252-0000 Name: JESO, USAG-J IMJN-JER MLC(III)14-086-01	

職務内容 / Duties:

1. Performs work involved in interpreting and translating oral and written statements from English to Japanese and vice versa. Acts as an interpreter in support of the USARJ/I Corps FWD Command Group, USARJ staff and other US Army/DOD representatives in their interaction with the Japan Ground Self Defense Force (JGSDF) and other Government of Japan (GOJ) agencies, in such activities as bilateral command post exercises (CPXs) and field training exercises (FTXs), coordination meetings, information exchange conferences, cultural exchange programs, office calls, as well as cultural and social events. Some material will involve technical and specialized subject matters such as engineering, medicine, law, economy, science, criminal investigation, etc. The interpretation and translation must be accurate enough to convey the exact original intent and meaning.
 2. Translates various materials i.e., briefing materials, bios, letters, memorandums, policies, etc in support of USARJ mission.
- Performs other related or incidental duties, as assigned.

最低必要応募資格基準 / MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:

BWT 1-5:

Must have at least one (1) year of specialized experience* equivalent to BWT 1-4 OR Completion of four (4) year college/university in a related field OR two (2) academic year of graduate level education.

BWT 1-6:

Must have at least one (1) year of specialized experience* equivalent to BWT 1-5 OR Master Degree in a related field OR three (3) academic year of graduate level education.

*The specialized experience means the experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.

Examples of such specialized experience may include interpreting/translating accurately and fluently requiring knowledge of bilateral subject matter topics, Japanese customs, culture, and political affairs etc. ,and reviewing/editing translations made by others, , etc.

**When substituting education for special experience, a transcript and a certificate of graduation or diploma must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.

要求される英語力レベル / Required Language Proficiency Level (LPL):

BWT1-5/1-6:

Exceptional Proficiency Requirement: Language Proficiency Level 4, TOEIC 860, TOEFL (PBT) 597, TOEFL (IBT) 98 or EIKEN Grade Pre 1

For non-native Japanese speaker: **Must have a score of 900 in Test of Practical Japanese.**

要求されるライセンス・修了証書・証明書 / Required Licenses and Certificates:

BWT 1-5/1-6

1. Must have Bachelor's Degree from a four (4) year college/university.

要求される雇用条件/Required Condition of Employment:

1. This position is designated Mission Essential. Incumbents required to perform critical duties regardless of weather conditions, emergency situations, or general dismissal authorizations.
2. Must be able to work unscheduled overtime.
3. Must be able to go on temporary duty (about 90 days per year) and to work outside normal duty hours, e.g., evenings and weekend.

4. Required to travel by military aircraft, accompany military units in the field to train military personnel and provide noncombatant support to the military unit, and live under field conditions, including use of field rations and government provided billeting (e.g., barracks or tents)
5. Performs moderately strenuous work, involving some physical exertion, such as standing for long periods, bending and stooping to observe and study work operations in a field, industrial, storage or comparable work environment.

タイムイングレード/Time in Grade (TIG):

To be promoted, current MLC/IHA employee applicants must have served at least 12 months in any USFJ permanent positions at the next lower grade or above. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.